

## DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)  
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.  
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.  
DISCLOSURE: Disclosure is voluntary.

### PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) <b>Smiley, Jerome</b>	Rank / Grade <b>SPC/E-4</b>	Social Security No. <b>123-45-6789</b>	Date of Counseling <b>6 Dec 02</b>
Organization <b>HHC, Your Unit, APO AE 09123</b>		Name and Title of Counselor <b>1SG Buster, Billy B / First Sergeant</b>	

### PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

**You are being counseled about your non-recommendation for promotion to Sergeant, IAW AR 600-8-19, para 1-26, mandatory counseling requirements**

### PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

#### Key Points of Discussion:

**SPC/E4                      6 Months Time in Grade                      34 Months Time in Service:**

- o Meets the TIS/TIG criteria recommendation for promotion to SGT/E5 in the primary zone of consideration
- o Reasons why not recommended for promotion board appearance and promotion
  - o On 8 Sep 02 counseled for disrespect to a Noncommissioned Officer
  - o On 12 Oct 02 received Company grade AR 15 for Failure to Repair
- o Leadership assessment using FM 22-100, Appendix B, Leadership Dimensions identified severe weaknesses in the following areas:
  - o Values
    - Duty – meeting professional standards, complying with policies and directives
    - Integrity – show consistently good moral judgment and behavior
  - o Attributes
    - Mental Attributes – possessing and displaying self-discipline and judgment
  - o Skills
    - No major weaknesses identified in this area
  - o Actions
    - Decision Making – employing sound judgment and logical reasoning

#### OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action:** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- o Study FM 22-100, Ch2, pages 2-2 thru 2-10, Army Values and page 2-12, mental attribute of self-discipline*
- o Prepare 1000 word essay on the Army values and the mental attribute of self-discipline by 3 Jan 03*
- o Re-assess leadership dimensions of values and mental attributes on 10 Jan 02, based on displayed understanding of these areas of FM 22-100 and personal performance and conduct over the next 30 days.*
  
- o Research the decision-making actions of WO1 Thompson at My Lai, Vietnam in March, 1968.  
Start point is FM22-100, page 2-10*
- o Prepare a 10 minute presentation for squad on how WO1 Thompson employed sound judgment and logical reasoning in this incident, to be presented on 31 Jan 03  
Focus on decision making skills involved in the actions he took*
- o Re-assess leadership dimension Actions (decision making) on 7 Feb 03, based on displayed understanding of these areas in FM 22-100 and personal performance and conduct over the next 60 days.*

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / ~~disagree~~ with the information above

Individual counseled remarks:

Signature of Individual Counseled: Jerome Smiley Date: 6 Dec 02

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action):

- o Provide FM 22-100.*
- o Check and review progress of essay every Monday, until complete.*
- o Suggest additional sources of information about WO1 Thompson*
- o Check and review progress of presentation every Friday, until complete*

Signature of Counselor: Billy B. Buster Date: 6 Dec 02

#### **PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

**Assessments done on:** 10 Jan 03 JS JPJ 7 Feb 03 JS JPJ

*13 Dec 02 reviewed SPC Smiley's progress on essay. He had read FM 22-100 but was confused on how to begin essay. I showed him how to build an outline of key points, and then fill out paragraphs based on the outline.*

*20 Dec 02 reviewed SPC Smiley's progress on essay. His draft looks good and he displays a good understanding of Army values and mental attributes.*

*10 Jan 03 SPC Smiley's essay indicates a much greater understanding of the leadership dimensions of values and mental attributes. Additionally, his conduct and personal performance have demonstrated significant improvement in these areas.*

*17 Jan 03 reviewed SPC Smiley's progress on presentation. He has found additional references and has good outline started*

*31 Jan 03 Observed SPC Smiley's presentation to his squad. He gave great insight on sound judgment and logical reasoning, and also tied in the mental attributes of self-discipline and judgment, as well as the value of integrity.*

*7 Feb 03 SPC Smiley demonstrates satisfactory improvement of his leadership dimension of Actions, (decision making)*

Counselor: Billy B. Buster Individual Counseled: Jerome Smiley Date of Assessment: 7 Feb 03

**Note:** Both the counselor and the individual counseled should retain a record of the counseling.